Creating a Container

- Select the “Material Search” tile
- Type in the identifier (e.g. name, chemical name, CAS, catalogue number & etc.) in the search field and click “search” button or press “enter” key
- Owner is set as the login user; this can be changed by typing in the desired user the first or last name.
- Click on “create container” icon (1)
## Creating a Container

### Selecting Owner/Zebra Printer

<table>
<thead>
<tr>
<th><img src="image" alt="Selecting Owner/Zebra Printer" /></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Owner (1):</strong> To select a different owner besides the logged-in user by typing the owners first or last name. List of results should appear and select the owner from the drop-down list.</td>
</tr>
<tr>
<td><strong>Containers to create (2):</strong> Select the number of container(s) by clicking on “-“ or “+” button</td>
</tr>
<tr>
<td><strong>Printer (3):</strong> Please select the CORRECT for zebra printer for your location.</td>
</tr>
</tbody>
</table>

### Entering Container Details
Creating a Container

**General (1):**
- Label: Type in label name of the container
- Current amount
- Original Amount
- Units: type in the initial letter of the unit required and select the correct unit from the list

**Supplier (2):** type in the initial letter of the supplier required and select the correct supplier from the list. If the supplier is not on the list select “unspecified.”

**Locations (3):** Click on the “search” button and select the appropriate location

**Click on the “create container” button (4) to complete the process.**